

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1570

**TITLE:** ASSISTANT PRODUCER

**GRADE:** S-20

**DEFINITION:**

Under general direction, provides assistance in the planning, production, and scripting of government access programming on the subscriber and institutional cable television networks; performs camera operations for government access video productions; and performs related work as required.

**ILLUSRATIVE DUTIES:**

Assists in camera operations for all government access video productions and teleconferencing activities, as required;  
Assists in the drafting and revision of scripts needed for government access productions;  
Programs character-generated graphics and logos for live meetings and government access channels;  
Attends pre-production meetings and assists government access users;  
Maintains schedule of programming requests and videotape sessions for all government access productions;  
Maintains schedule of requests for institutional network usage;  
Assists in the development of cable brochures and newsletters;  
Selects music, graphics and props needed for all government access programming;  
Performs research tasks as assigned in response to Consumer Protection Commission requests;  
Assists in the training of government users in the operation of video equipment as assigned;  
Monitors the lending of all video equipment as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the theory, techniques and equipment utilized in producing and taping video programs;  
Knowledge of the skills needed to conceive and write scripts for video productions;  
Ability to organize and coordinate all elements of program production;  
Ability to express ideas clearly and concisely, orally and in writing;  
Ability to work effectively with co-workers, other County officials, community groups, and the general public.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to graduation from an accredited four-year college or university with major course work in media communications, journalism, or a related field; plus one year of work experience related to a phase of television production.

REGRADED:

August 23, 2010

REFORMATTED/REVISED:

December 3, 2007

CLASS CODE REVISED:

From 5180 to 1570: June 20, 1989